

## **TEACHER**

### **Generic Job Description**

#### **PURPOSE OF POST**

- 1 To plan and teach a broad, balanced, relevant and differentiated curriculum within a designated subject area(s) such that all students are included, challenged and supported, and so that all can progress and achieve.
- 2 To monitor, review and support the overall progress and development of students as a teacher and as a pastoral tutor.
- 3 To seek to inspire in students, as teacher and tutor, a love of learning and to foster imagination, creativity, confidence, independence and respect for others.
- 4 To share and support the school's ethos of faith, vision and nurture and to commit to the highest standards of achievement and personal growth and development for students - mind, body and soul.

#### **REPORTING TO**

Head of Faculty and any other relevant line manager.

#### **GENERIC RESPONSIBILITIES**

##### ***Teaching and Learning***

- To maintain a thorough and up-to-date knowledge of the teaching of one's subject(s) and the wider curriculum developments which are relevant to the teacher's work.
- To consistently and effectively plan lessons to meet pupils' individual learning needs, using a range of appropriate strategies for teaching and classroom management.
- To consistently and effectively use information about the prior attainment of students to set well-grounded expectations for pupils, and monitor progress to give clear and constructive feedback.
- To ensure that the learning environment is organised, attractive and stimulating.
- To maintain high standards of behaviour, attendance and punctuality, in accordance with school policy and procedures.
- To prepare and update subject materials.
- To set and mark homework according to school policy.
- To comply with Health and Safety policy and undertake risk assessments as appropriate.

##### ***Marking, assessment and reporting***

- To make and assess students' progress according to whole-school policies and as requested by external examination bodies.
- To maintain appropriate records and provide relevant accurate and up-to-date information to support the overall monitoring of students' progress according to school policy.
- To complete accurately reports on pupils' progress for parents according to school policy and the school calendar. To communicate with parents of students about their progress as appropriate and according to school policy.

- To take part in liaison activities including Parents' Evenings, Open days/evenings, etc.

### ***Departmental***

- To assist in the development of curriculum, schemes of work, assessment policies and teaching and learning strategies in the Faculty/Department.
- To support the department's effective organisation and management.
- To contribute to the department's improvement planning.
- To liaise professionally with other colleagues across the school, and external agencies as necessary.
- To contribute to the department's enrichment of extra-curricular opportunities for students.

### ***Pastoral***

- To be a form tutor to an assigned group of students. (Depending on QTS status)
- To uphold the ethos the school.
- Tutors should attend relevant assemblies.
- To monitor and review the progress of all students within the tutor group in line with School Policies.
- To monitor the progress against targets of students in the tutor groups.
- To monitor homework by checking and signing homework diaries.
- To monitor the behaviour of students in line with School Policies.
- To help collate and act on any information passed on which concerns students within the tutor group.
- To oversee the welfare and discipline of every form member and report any concerns which might need parental / external agency involvement to the Head of Year. Any issues of Safeguarding **must** be reported immediately to relevant staff.
- To register pupils accurately using the school systems, follow up punctuality and chase up absence notes in the first instance.
- To uphold the school's rules on uniform, checking students' appearance daily and issuing sanctions if students are in default, according to school policy.
- To develop a sense of community and active citizenship within the form group, ensuring support for and feedback from the Year councils, and taking active responsibility with the students for the appearance of the form room.
- To ensure that home-school communications are efficient, and encourage good and positive relationships with parents, guardians and carers.
- To attend Year meetings and contribute positively to the team.
- To fulfil supervision duties in school in line with published duty rotas.
- To contribute to the pastoral team's enrichment programme for students.

### ***Personal and professional***

- To participate professionally in the school's Appraisal system.
- To take responsibility for personal professional development.
- To take part in professional development activities and inset organised by the school.
- To make an active contribution to the policies and aspirations of the school.
- To contribute to whole-school activities and enrichment for students.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.